



**MASTER FILE**  
**DEPARTMENT OF THE NAVY**  
NAVAL AMPHIBIOUS BASE LITTLE CREEK  
2600 TARAWA COURT SUITE 100  
NORFOLK, VIRGINIA 23521-3297

IN REPLY REFER TO:

NAVPHIBASELCREEKINST 10550.1J  
N02SP

26 Jul 00

NAVPHIBASELCREEK INSTRUCTION 10550.1J

Subj: ELECTROMAGNETIC COMMUNICATION, PUBLIC ADDRESS, INTERIOR  
COMMUNICATIONS AND TRAINING SUPPORT EQUIPMENT

Encl: (1) Base Electronics Work Request (Sample)  
(2) Base Audio/Equipment Checkout Sheet (Sample)

1. Purpose. To promulgate procedures to request maintenance of locally held electromagnetic communications, interior communications, public address and training support equipment, and to request issue/use of electromagnetic equipment under the cognizance of Naval Amphibious Base Little Creek (NAVPHIBASE LCREEK) Electronics Division. Changes to this instruction constitute a major revision; therefore, additions, deletions, or changes are not individually marked.

2. Cancellation. NAVPHIBASELCREEKINST 10550.1H is hereby cancelled.

3. Background. The NAVPHIBASE LCREEK Electronics Division (N02SP) maintains a limited stock of electromagnetic communications, public address, interior communications, and training support equipment for use by NAVPHIBASE LCREEK departments, storefronts, and resident commands in conducting ceremonies and training. Additionally, the Electronics Division maintains a limited capability to provide intermediate level maintenance for repair of such equipment vice civilian contractors.

4. Maintenance of Locally Held Equipment

a. The Electronics Division shall provide personnel to conduct intermediate level maintenance and troubleshooting of locally held subject equipment under cognizance of NAVPHIBASE LCREEK.

b. Local equipment holders shall be responsible for providing funds for parts required for the maintenance or repair of subject equipment. A Work Request shall be submitted in the format provided by enclosure (1), and may be hand delivered, E-mailed, or faxed (462-7827) to the Electronics Division. The Electronics Division shall acknowledge receipt of the Work Request within two working days. In case of an emergency, the Electronics Division may be contacted directly at 462-7650/7388.

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NAVPHIBASELCREEKINST 10550.1H

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5. Issue of NAVPHIBASE LCREEK Electronics Equipment

a. Requests for equipment issue/support shall be made to the NAVPHIBASE LCREEK Electronics Division (bldg 3532, no later than seven working days prior to desired issue date. Fax requests will be accepted at 462-7827. Phone requests will be accepted at 462-7388.

b. Equipment will be issued from the Electronics Division on a first-reserved, first-served basis due to limited assets.

c. The requesting activity is responsible for the setup and operation of the equipment, unless support assistance was specifically requested in the original request. Instructions for use of the equipment will be furnished by the Electronics Division.

d. Equipment will be tested and inspected with both Electronics Division and requesting activity representatives prior to checkout and upon return. Requesting activity shall then sign enclosure (2) stating all equipment was received in satisfactory condition. In the event of equipment loss or damage, a report of the circumstances shall be submitted to Commanding Officer, NAVPHIBASE LCREEK. The requesting activity shall be responsible for the cost to repair or replace the damaged/lost equipment.

e. Should the issued equipment malfunction, users shall contact the NAVPHIBASE LCREEK Electronics Division immediately.

  
W. C. WRIGHT, Sr.

Distribution:

NAVPHIBASELCREEK/REGPUBSAFETYINST 5216.2P CH-1

List IA, IB (1, 1A, 2, 2A, 3, 3A only), IC, ID - Case B

List II

Stocked by:

Commanding Officer

Naval Amphibious Base Little Creek

2600 Tarawa Court, Suite 100

Norfolk VA 23521-3297

26 Jul 00

BASE ELECTRONICS WORK REQUEST  
BLDG. 3532  
PHONE # 462-7388 / 7650  
FAX # 462-7287

FROM:	DATE OF REQUEST:	DATE OF WORK:
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DESCRIPTION OF WORK:	AMPLIFYING INSTRUCTION:
PARTS REQUIRED:	START TIME:
	STOP TIME: TOTAL TIME:

POC:	PHONE #:	MESSAGE TAKER:
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REASON:
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SIGNATURE OF REQUESTER

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AUTHORIZING OFFICER\*

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PRINT NAME

\*REQUIRED IF A CHANGE IN  
BUILDING OR VEHICLE  
CONFIGURATION IS  
DEEMED NECESSARY.

TECH:

Enclosure (1)

BASE ELECTRONICS AUDIO EQUIPMENT CHECK OUT SHEET  
BLDG. 3532  
PHONE # 462-7388 / 7650  
FAX # 462-7287

FROM:	DATE OF REQUEST:	DATE OF SET UP:
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DESCRIPTION OF WORK:	NUM.	SER.	AMPLIFYING INSTRUCTION:
LAPEL MICS	_____	_____	BASE THEATER _____
CORDLESS MICS	_____	_____	CPO CLUB _____
AMP	_____	_____	SNUG HARBOR _____
PODIUM	_____	_____	OTHER _____
LONG PH-PH CORD	_____	_____	
SHORT PH-PH CORD	_____	_____	
SPEAKERS	_____	_____	
STANDS	_____	_____	SET UP TIME:
CAMCORDER	_____	_____	
TRIPOD	_____	_____	
OVERHEAD PROJECTOR	_____	_____	STOP TIME:
MUSIC	_____	_____	
OTHER CABLES	_____	_____	

POC:	PHONE #:	MESSAGE TAKER:
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REASON:
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UPON SIGNING FOR RECIEPT OF EQUIPTMENT, YOU AND/ OR YOUR COMMAND WILL BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGES INCURRED DURING THE CUSTODY PERIOD. ALL EQUIPTMENT WILL BE INSPECTED BEFORE AND AFTER USE. EQUIPTMENT WILL NOT BE RELEASED WITHOUT A SIGNATURE FOR ACCEPTING CUSTODY. IF ABOVE CONDITIONS ARE UNDERSTOOD AND AGREED TO, PLEASE SIGN BELOW.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\*\*\*\*NOTE\*\*\*\*

THE EQUIPTMENT WAS RETURNED TO NAB LITTLE CREEK BASE ELECTRONICS IN SATISFACTORY CONDITION UNLESS OTHERWISE STATED.

\_\_\_\_\_  
SIGNATURE

Enclosure (2)